



# Artists in Schools

## 2016-2017 Planning Grant Guidelines

*Deadline: March 10, 2016, 5:00 PM – (online submission)*



The Mission of the California Arts Council, a state agency, is to advance California through the arts and creativity.

Learn more at [www.arts.ca.gov](http://www.arts.ca.gov)

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## California Arts Council



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### Office Hours

8:00 a.m. - 5:00 p.m.  
Monday through Friday

**Purpose:** The California Arts Council (CAC), a state agency, was established in January 1976 to encourage artistic awareness, participation, and expression; to help independent local groups develop their own arts programs; to promote employment of artists and those skilled in crafts in the public and private sector; to provide for exhibition of artworks in public buildings throughout California; and to enlist the aid of all state agencies in the task of ensuring the fullest expression of our artistic potential.

**The Council:** The appointed Council of the CAC consists of 11 members who serve staggered terms. The Governor appoints nine members, the assembly Speaker appoints one member, and the Senate President pro Tempore appoints one member. Council members serve without salary, elect their own officers, and meet throughout the state to encourage public attendance. This body sets policy and has final approval of CAC grants.

**Mission:** To advance California through the arts and creativity.

**Funding:** The CAC is a state agency, funded from the state's annual budget process and proceeds from the California Arts License Plate and the Keep Arts in Schools tax return voluntary contribution fund, supplemented by funds from the National Endowment for the Arts. Its grants are usually matched by foundations, individuals, earned income, government agencies, or other organizations.

**Information Access:** Due to the Public Records and Open Meeting Acts, applications and their attachments are not confidential and may be requested by the media and/or public. Observers may attend but may not participate in, or in any way interfere with, Council meetings. Meeting dates and locations are posted at [www.arts.ca.gov](http://www.arts.ca.gov). Each meeting provides a designated time for public comment, although comments may be time-limited.

**Grants Panels:** Applications are evaluated by panels of experts, recognized in their respective fields, who rank applications according to program criteria. The CAC staff provides information but not recommendations to the panel. The Council reviews panel recommendations before making final funding decisions.

**Appeal Process:** Appeals to CAC funding decisions must be submitted on an official Appeal Form, available from the CAC, and postmarked within 45 days of the decision. Appeals are granted only on the following grounds:

1. Panel's assessment was based on a misstatement of factual information as contained in the application such that it negatively influenced the panel's recommendation; and/or
2. Incorrect processing of the required application material such that it negatively influenced the panel's assessment of the applicant's request for funding.

**Note:** Dissatisfaction with award denial or with award amount is not grounds for appeal.

**Requirements:** The CAC is mandated both by federal and state regulations to fund only organizations that have proof of nonprofit status under sec. 501(c)(3) of the Internal Revenue Code (Fiscal Receivers are eligible in some programs), or under sec. 23701d of the California Revenue and Taxations Code, or entities that are a unit of government; and that comply with the Civil Rights Acts of 1964, as amended; sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Drug-Free Workplace Act of 1988; California Government Code secs. 11135-11139.5 (barring discrimination); the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation; the Americans With Disabilities Act of 1990 ("ADA"); the Fair Employment and Housing Act; and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

**Ownership, Copyrights, Royalties, Credit:** The CAC does not claim ownership, copyrights, royalties, or other claim to artwork produced as a result of a CAC grant. However, the CAC reserves the right to reproduce and use such material for official, noncommercial purpose, including but not limited to use on the CAC website, social media and print materials. In addition, the CAC requires documentation of grants activity, and appropriate credit for CAC partial support.

**ARTISTS IN SCHOOLS**  
**2016-2017 PLANNING GRANT GUIDELINES**  
**DEADLINE: March 10, 2016 5:00 PM**  
*Apply at [cac.culturegrants.org](http://cac.culturegrants.org)*



**Background and Purpose:**

The arts play a critical role in shaping students' overall well-being and academic achievement. Since 1976, the California Arts Council (CAC) has supported in-school and after-school arts programs that engage local arts organizations and professional artists. The Artists In Schools (AIS) program supports projects that integrate community arts resources—artists and professional art organizations—into comprehensive, standards-based arts-learning at school sites.

A limited number of planning grants are available to support nonprofit arts organizations with no or limited history working with schools, but have identified a school(s) in their community as a possible partner. Awards of \$2,500 in this category assist the arts organization and a school partner to plan a course of action to incorporate community arts resources into the ongoing standards-based arts activities of a school.

**Eligible Request Amount**

Requests for support should be made for \$2,500. AIS Planning grants do not require a match.

**Applicant Eligibility**

- Previous recipients of AIS Planning Grants are ineligible to apply. Recent (within 5 years) and current recipients of AIS Student Engagement Grants are ineligible to apply.
- The applicant must be one of the following:
  - California-based nonprofit arts organization with a history of arts programming for a minimum of three years prior to the time of application.
  - Local arts agency with a history of arts programming for a minimum of three years prior to the time of application.
  - California-based nonprofit organization (non-arts or multi-genre) with significant arts programming as a part of the mission, vision and budget of the organization. Non-arts nonprofit organizations must have a history of significant arts programming for a minimum of three years prior to the time of application.
- The partnering school must be in California.
- Artists working with the applicant arts organization must show professional experience of **at least three years** in the artistic discipline to be taught or equivalent teaching artist experience; must be residents of California; and may not be full-time students in a degree program.

- The nonprofit arts organization must demonstrate proof of nonprofit status under section 501(c)(3) of the Internal Revenue Code, or section 23701d of the California Revenue and Taxation Code, or must be a unit of government.
- An applicant without nonprofit status may use a California-based fiscal receiver that has nonprofit status, 501(c)(3), and which will provide the fiscal and administrative services needed to complete the grant. If a grant is awarded, the fiscal receiver becomes the legal contractor. The fiscal receiver must also demonstrate consistent arts programming in California for a minimum of three years prior to the time of application, and have similar organizational goals to the applicant organization.
- Organization can submit only one AIS: Planning Grant application per funding cycle, and cannot apply for an AIS Student Engagement Grant or Professional Development Grant in the same grant cycle.
- Organizations that are successful in securing an AIS Planning Grant in FY 2016-17 will be eligible to apply for AIS program funding in FY 2017-18.

### **Project Requirements**

- Project must be locally designed and developed in partnership between an arts organization, participating artists and the school(s).
- Project should support planning activities to integrate long-term artist residencies at the school site that comply with AIS Student Engagement Grant Guidelines

Funds may support, but are not limited to:

- Staff development workshops for artists and/or teachers
- Curriculum development
- Workshops or other activities for staff, administration or parents to build support for sustained artist residencies at the school sites
- Educational and artistic collaborations between artists and teachers
- Training for artists on classroom management skills and teaching pedagogy
- Training to better understand how to use the Visual and Performing Arts Content Standards or Common Core Standards effectively

### **Application Process**

**CAC Culture Grants** is our online portal for the grant application and review process. CAC does not accept applications through any other means for this program. To apply, new applicants must sign up for a user account to access the CAC Culture Grants system, while returning applicants will log in with an existing user account. Detailed instructions and support can be found at [www.arts.ca.gov](http://www.arts.ca.gov) and via the portal at <https://cac.culturegrants.org>.

### **Review Criteria**

Peer Review Panel will evaluate applications based on the following criteria:

- *Quality of project:* Well-developed project plan with achievable timeline, clear goals and objectives; detailed arts activities and appropriate support; project design responds to unique identity and character of school community.

- *Project impact:* Articulation of anticipated impact of eventual AIS program on students, artists, teachers, school and arts organization
- *Fiscal Leadership and Management:* Project is realistic with achievable outcomes, demonstrates accountability and includes an appropriate and complete budget. Quality of local project team; viability of project budget; overall fiscal health and organizational capacity of applicant; strength of collaborative partnership and evidence of support (letters of commitment from schools).

### **California Arts Council Decision-making**

Peer Review Panel will evaluate all completed applications. The final authority for grant decisions is the appointed Council. Subsequent to receiving and reviewing the staff's recommendations, the Council will take into consideration the staff's recommendations and make final funding decisions at a public meeting.

### **What the CAC Does Not Fund**

- AIS Projects that charge students for residency activities
- Former grantee organizations not in compliance with CAC grant requirements (as stipulated in grant agreement)
- Non-arts organizations not involved in arts activities (as applicants)
- For-profit organizations (as applicants)
- Projects with fundraising purposes, including grant writing
- Other state or federal agencies
- Programs not accessible to the public
- Projects with religious or sectarian purposes
- Organizations or activities that are part of the curricula base of schools, colleges, or universities
- Indirect costs of schools, colleges, or universities
- Trust or endowment funds
- Purchase of equipment, land, buildings, or construction (capital outlay or expenditures)
- Out-of-state travel activities
- Hospitality or food costs
- Expenses incurred before the start or after the ending date of the grant

### **Timeline**

January 21, 2016	Application available
<b>March 10, 2016, 5:00pm</b>	<b>Application deadline (online)</b>
Late June	Funding decisions
Late June	Funding notifications
September 15, 2016 – June 30, 2017	Funded activity period

### **Grantee Requirements**

- To better inform our elected representatives as to the value of the arts and the use of state funds, you will be expected to include--with your approved grant agreement--copies of signed letters sent to the Governor and your State Senate and Assembly representatives thanking them for your grant.
- Use CAC logo on all printed, electronic materials, and websites (programs, catalogs, postcards, posters, newsletters, leaflets, publications, etc.) that specifically reference this grant.
- Credit the CAC on all printed and electronic materials: *"This activity is funded in part by the California Arts Council, a state agency."*
- When discussing the project and activities supported by this grant, verbal credit must be given to the CAC.
- A Final Report summarizing grant-funded activities and accomplishments will be required at the end of the grant period.

### **Staff Assistance**

CAC staff is available on a limited basis to offer guidance and clarification in preparing your proposal. We recommend that you contact staff well in advance of the deadline to ensure you can be accommodated. **Interim Contact: Shelly Gilbride, Programs Officer at [shelly.gilbride@arts.ca.gov](mailto:shelly.gilbride@arts.ca.gov) or (916) 324-0075.**